

Middletown Public Library

Board Meeting Minutes: December 11, 2006

6:00p.m. Library Conference Room

Board Members:

Present: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, Mary Ulrich-Budlong,

Absent: Ed Wray

Quorum? Yes

Others Present: Barbara Camadeco, Virgel Blaschke

Proceedings:

- . Meeting called to order at 6:05 pm by Chair, John Grisham**
 - . Motion to accept November 30, 2006 minutes as submitted.**
- Unanimously carried.**

Correspondence:

- . Communication from Town Council**
- Received – see new business**
- . Champlin letter received.**

Director's progress and financial reports on the library:

- . Director's report**
- Written report submitted. Barbara Camadeco orally reviewed information.**
- Motion to authorize the acting director to spend an amount not to**

exceed \$1500 on UPS repairs. Unanimously carried.

Motion to accept director's report. Unanimously carried.

. Financial report

-Written flash budget submitted and accepted

Committee reports:

. Children's room improvement committee

-John Grisham, Chair, appointed Mary Ulrich-Budlong to committee as chair.

- Mary Ulrich-Budlong plans to contact all members of the committee and start meeting again. A list of meeting dates will be forthcoming.

. Budget Committee

-John Grisham, chair, appointed Mary Ulrich-Budlong as alternate to the budget committee

- John Grisham reported that Peter and he met last week and posted the schedule for the upcoming meetings. They run roughly twice a month thru the budget season. They are working on getting estimates from town hall. Next meeting Wed January 13, 2007 in the library.

. Friends of MPL

-John Grisham, chair, appointed Mary Ulrich-Budlong to committee as chair

- Virgel Blaschke reported wreaths were on outside of building and poinsettias inside. Monthly meeting tomorrow if anyone wishes to attend.

. Performance Standards Committee

- Holly Levine reported that the committee would like to put forth the Performance Standard's Director's job description document to the board as presented at the October board meeting and that the letter be withdrawn.

- Motion to accept the performance standard document. Unanimously carried.

. Personnel Policy Committee

-John Grisham reported that the committee met on Saturday. The following changes were recommended.

1.) Amend 1st sentence to read.

"This document covers all employees of the Middletown Public Library who are not members of the bargaining unit and who are not covered by the Agreement between Middletown Public Library Board of Trustees and Middletown Public Library Employees Association/NEARI, with the exception of the Library Director."

2.) Delete Section3 - Employment Practice subsection Salaries and Wages.

3.) Amend in Section1 - Employment and Work Conditions subsection Code of Ethics to read "Library Employees" in place of "Librarians".

-Motion to accept the 3 changes recommended by the Personnel committee. Unanimously carried.

. Director Search Committee

-John Grisham appointed Lynda Bronaugh, Mary Ulrich-Budlong, and John Grisham with Lynda Bronaugh as chair.

- Motion to authorize the appointment of two additional members via recommendations from Barbara Camadeco and Virgel Blashke.

Unanimously approved

. Program Committee, IT Committee. Evaluation Committee

- No reports

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Unfinished Business:

. Status of Outstanding Maintenance Projects

- HVAC procedures and password access. Barbara Camadeco stated she is presently working with RISE to insure that the temperature controls are functioning properly. She will speak to them about setting up remote access for herself and one other person.

- Lighting in parking light out. Barbara Camadeco will contact proper company to have the light restored to working condition.

- Landscape project. Barbara will ask custodian to cover loose bags of soil/mulch in rear of the building.

- Trim. The budget committee will review the repair/maintenance needs and address them in the upcoming budget.

- Children's Room Safety issue. Shelves under windows are sticking out at a child's eye level.

Motion to authorize Mr. Levine to make the repairs. Unanimously approved.

. Waiver Requests

- John Grisham reported that he and Barbara Camadeco have sent them in. Projected dates for compliance are end of March for #6 and #32G. #33 is on going. We are currently in compliance with Standard

27.

New Business:

. Town council letter received in correspondence

- Peter Van Steeden expressed that he had a problem with the town council requesting the resignation of a volunteer board or a member of a volunteer board. If there is going to be a resignation of an individual or the entire board it should come from this board.

- Motion to authorize John Grisham to write a letter on behalf of the board to that effect and forward it to the town council. Unanimously carried.

Public presentation to, or discussion with the board:

1.) Where and when meeting agendas are available

Agendas are posted on Town Hall's bulletin board, the Library's bulletin board, town's website and the secretary of state's website. This is done a minimum of 2 business days prior to the meetings.

2) Where and when meeting minutes are available.

The approved minutes are available at the library's reference desk, the town's website and the secretary of state's website. Copies are available upon request from the library director (Barbara Camadeco) and the board's secretary (Holly Levine).

3.) Procedures for public to request an item be on the agenda, addressing an agenda item and addressing a non-agenda item.

The board agreed to review the current procedures.

4.) Availability of executive minutes

- John Grisham, chair, responded: The minutes have been sealed. It is unknown at this time when or if they will be unsealed. The board has retained council to assure that we are following the open meeting laws. He stated that it is a balancing act between the public's right to know and the protection of the employee personnel matters.

- Holly Levine, secretary, responded: Meeting minutes do reflect the call and purpose of the executive sessions. All motions taken in executive sessions have been repeated in open session following the closed session even if the minutes are sealed. They are also noted in the minutes of the meeting.

5) Courses available for trustees and volunteer boards.

Open Call by Chair Announcing Executive Session Pursuant to RIGL 42-46-5-2, 42-46-4, 42-46-5(a)(1) (personnel policies), 42-46-5(a)(2) (collective bargaining) for the purpose of ratifying the contract and discussing personnel matters.

Motion to go in to executive session. Unanimously approved.

Executive session, doors closed, session called to order at 6:30 pm – Executive session adjourned at 7:25pm, doors opened, returned to open meeting.

-Motion to ratify the Collective Bargaining Agreement. Unanimously approved.

All trustees present signed the contract. Signature page was given to union representatives. Holly Levine expressed to the union representatives that if any question should arise concerning the

fulfillment of the terms of the contract to please do not hesitate to let the board know. Holly Levine expressed the boards desire to keep communications open with union members and that the board wishes to hear the employees thoughts on all issues. John Grisham thanked the union representatives for their hard work.

. Motion to approve the Executive Session minutes from October 26, 2006, November 9,2006 and November 30,2006. These minutes were previously sealed. Unanimously carried.

Announcements:

- . Next board meeting will be January 16, 2007 at 6pm**
- . The town council will be appointing a replacement for Beverley Murphy. It is hopeful that will be before our January meeting.**

Motion to adjourn. Unanimously approved.

Meeting adjourned at 7:40 pm.

Minutes submitted by Secretary, Holly Levine